Version Reporting System (Reporting)
Quick Reference Guide

Introduction
The Version Reporting System (VRS) is a reporting tool that allows agencies to generate comparisons of various budget versions under consideration during the legislative budget process. Reporting is available for multiple biennia starting with the 1997-99 biennium. Budget versions may include the omnibus and transportation components. A data export feature is also available so customers will be able to easily build their own custom reports.

How to access VRS
Access to the VRS is achieved through the Budget and Allotment Support System (BASS). Individuals that do not currently have access to BASS should submit an approved BASS Security Maintenance Form to OFM. A copy of the security form may be obtained from the BASS Library (box 'D' on page 2). Once security is established, the individual will be notified of their login ID and password. BASS is a State Intranet application that can be accessed at http://bass.ofm.wa.gov/basspr/. This address will take you to a screen that will allow access to the BASS System and the Statewide Financial Systems Home Page. Clicking on 'BASS System' will move you to the BASS Login screen where you are able to use your Login ID and password to access any of the BASS components you have authorization to use. This screen also contains a 'Help' button that allows entry into the BASS Library which contains all of the help documentation for all of the BASS components. Agencies that are outside the State firewall can access the application by logging onto the Fortress server at https://services-bass.ofm.wa.gov. Please refer to 'How to Access & Login to BASS' located in the BASS Library for further details.

Technical Requirements
Access to the VRS requires the use of Microsoft Internet Explorer 5 with Microsoft Windows 95, Windows 98, Windows NT Workstation 4.0, or Windows 2000. Please refer to 'BASS System Requirements' located in the BASS Library under General Information. The reports for VRS are generated using Crystal Reports and require downloading a report viewer. Please refer to 'System download and login procedures' in the BASS Library under BASS General Information. VRS is optimized for a screen resolution of 800x600. Please refer to the BASS System Requirements in the BASS Library under General Information for assistance in setting your screen resolution.

Available Reports
There are several reporting options available. Brief report descriptions are available in the VRS Reports Help. You may also view a brief description and a sample of a specific report by highlighting the report in the 'Available Reports' (box 'M' on page 2) and then clicking on the 'Description of Selected Report' button (box 'K' on page 2).

Version Options
All of the data in the various budget versions has been identified as omnibus budget or transportation budget. Agencies whose budgets only contain omnibus data will not have access to the 'Version Options' (box 'E' on page 2). If a transportation agency is selected in 'Agency' (box 'L' on page 2) and the budget version selected in 'Available Versions' contains both transportation and omnibus data, the 'Version Options' box will be available to select 'Transportation Only', 'Omnibus Only', or 'Both'.

Available Versions
The 'Available Versions' (box 'G' on page 2) lists all of the versions that are currently available for reporting. This list will increase as various versions are generated during the budget process. Brief version descriptions are available in the VRS Reports Help. You may also view a brief description of a specific version by highlighting the version in the 'Available Versions' (box 'G' on page 2) and then clicking on the 'Description of Selected Version' button (box 'J' on page 2).

How to Select a Version
Highlight a version in 'Available Versions' (box 'G' on page 2) to select it for reporting. If the agency selected is a transportation agency, and the selected version contains both transportation and omnibus data, choose the type of data you wish to have presented on the report by clicking on the appropriate button in the 'Version Options' box.

How to Select Comparison Versions
If you are requesting a report that compares two or three versions, the version defaults will appear in the 'Comparison Versions' (box 'H' on page 2). If you wish to change the comparison versions, double click on a version to remove it from the box and then click on the desired version in the 'Available Versions' box. For transportation agencies, if the version selected contains transportation data, the version option will appear in the 'Comparison Versions' box. To change the type of data on the report, click on the appropriate button in the 'Version Options' box.

How to View and Print a Report
To generate a report, click on the 'Generate Report' button (box 'I' on page 2). This will display the report on the screen. To print the report, click on the printer icon at the top of the report (do not use the web browser printer iconYou may need to change the print orientation on your browser. Please refer to 'BASS Web Browser Requirements and Configuration' in the BASS Library for a discussion of printer orientation.

Version 1.2 Final

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A. Allows running of version reports – defaults to this tab upon entry of system

B. Allows export of data to an Excel spreadsheet or the VRS Data Spread

C. Allows choice of biennium for reporting

D. Displays VRS Reports Help menu:
Quick Reference Guide
BASS Library
Version Descriptions

N. Return to VRS Main Menu or logoff system

M. Select desired report format – defaults to last report run

L. Select agency – defaults to your agency, may select any agency

K. Brief description of the report that is highlighted in the 'Available Reports' box

E. Allows inclusion or exclusion of Transportation and/or Omnibus data

F. If 'Include Support Text' is checked, displays RecSum supporting text on report. If 'Without Codes' is checked, displays report without RecSum and Fund codes

G. Select version(s) to appear on report – defaults to latest version available

J. Brief description of the version that is highlighted in the 'Available Versions' box

I. Allows previewing and printing of report. Note printer orientation at top of report screen and change printer properties accordingly.

H. Shows the versions that will be displayed on the version compare report. This box will only appear if a version compare report is selected in the 'Available Reports' box. Double click to remove an entry.

Screenshot content:

VRS - Microsoft Internet Explorer

File   Edit   View   Go   Favorites   Help

Address http://ofmsys.wa.gov/BASSPR/budgetreports/default.asp

BASS   Version Reporting System

File   VRS Reports Help

Reports   Data

Available Reports
RecSum Internal Review
2 Way Recsum Version Compare
3 Way Recsum Version Compare
Fund and FTE Detail by Fiscal Year
2 Way Fund & FTE Detail Version Comp FY

Report Biennium
1999-01

Report Options
☐ Include Support Text
☐ Without Codes

Version Options
*Transportation Agencies Only
○ Trans Only
○ Omnibus Only
◉ Both

Agency
190 Board of Indust Insurance Appeals
195 Liquor Control Board
205 Board of Pilotage Commissioners
215 Utilities and Transportation Comm
220 Board for Volunteer Firefighters
225 Agency Totals
225 - 01T WSP - Field Operations Bureau (T
225 - 02T WSP - Investigative Services Bure
225 - 03T WSP - Support Services Bureau (T
225 - OMN WSP - Omnibus Programs

Available Versions
20 - Agency Request Bud (Trans, Omni: 12/10/1998)
30 - Governor's Proposed (Trans, Omni: 12/15/1998)
60 - Governor's New Law (Trans, Omni: 12/15/1998)

Comparison Versions
20 - Agency Request Bud (Trans, Omni: 12/10/98)   Both
60 - Governor's New Law (Trans, Omni: 12/15/98)   Both

Description of Selected Report   Description of Selected Version   Generate Report

Done   Internet zone

Introduction
The data export feature of the Version Reporting System (VRS) allows you to export data to an Excel spreadsheet or a data spread within VRS. The data export option is accessed by clicking on the 'Data' tab on the main screen of VRS

How to access VRS
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Technical Requirements
Access to the VRS requires the use of Microsoft Internet Explorer 5 with Microsoft Windows 95, Windows 98, Windows NT Workstation 4.0, or Windows 2000. Please refer to 'BASS System Requirements' located in the BASS Library under General Information for further details. VRS is optimized for a screen resolution of 800x600. Please refer to the BASS System Requirements in the BASS Library under General Information for assistance in setting your screen resolution. Exporting data to an Excel spreadsheet requires that Excel 97 or better be loaded on your workstation. This option will create an Excel window in the web browser which may be saved as an Excel file. If you do not have Office 97, you may export data by using the VRS data spread option. This requires downloading some components to your workstation. Please refer to the 'System download and login procedures' document in the BASS Library under General Information. (box 'D' on page 4).

Available Formats
There are currently two data formats available to export. Brief format descriptions are available in the VRS Data Export Help (box 'D' on page 4). You may also view a brief description by highlighting the format in the 'Available Formats' (box 'L' on page 4) and then clicking on the 'Description of Selected Format' button (box 'J' on page 4)

Export Options (box 'F' on page 4)
Excel Spreadsheet – Allows the export of data to an Excel spreadsheet. This will activate an instance of Excel in your web browser and load the data. You will be able to change and reformat the data to create reports that fit your needs. This may then be saved as an Excel file for future reference and/or distribution. Both export formats are available for export to an Excel spreadsheet.
VRS Data Spread - Allows the export of data to a data spread within VRS. This may be used as an intermediate step for those that do not have Office 97 available to them. The data in the spread may be copied into a spreadsheet to be changed and reformatted as needed. The export format with text is not available for export to the data spread.

Version Options
All of the data in the various budget versions has been identified as omnibus budget or transportation budget. Agencies whose budgets only contain omnibus data will not have access to the 'Version Options' (box 'E' on page 4). If a transportation agency is selected in 'Agency' (box 'K' on page 4) and the budget version selected in 'Versions' (box 'G' on page 4) contains both transportation and omnibus data, the 'Version Options' box will be available to select 'Transportation Only', 'Omnibus Only', or 'Both'.

Available Versions
The 'Available Versions' (box 'G' on page 4) lists all of the versions that are currently available for exporting. This list will increase as various versions are generated during the budget process. Brief version descriptions are available in the VRS Data Export Help. You may also view a brief description of a specific version by highlighting the version in the 'Available Versions' (box 'G' on page 4) and then clicking on the 'Description of Selected Version' button (box 'I' on page 4).

How to Select a Version
Highlight a version in 'Available Version' (box 'G' on page 4) to select it for export. If the agency selected is a transportation agency, and the selected version contains both transportation and omnibus data, choose the type of data you wish to have exported by clicking on the appropriated button in the 'Version Options' box.

How to Export the Data
To export the data, click on the 'Export' button (box 'H' on page 4). This will initiate the export to either an Excel spreadsheet or the VRS data spread based on the selection in the 'Export Options' (box 'F' on page 4).

A. Allows running of version reports – defaults to this tab upon entry to system

B. Allows export of data to an Excel spreadsheet or a VRS data spread

C. Allows choice of biennium for exporting

D. Displays VRS Data Export Help menu:
Quick Reference Guide
BASS Library
Version Descriptions
Data format descriptions
Data export options
Exporting and saving data

M. Return to VRS Main Menu or logoff system

E. Allows inclusion or exclusion of transportation and/or omnibus data

L. Select desired data format – defaults to last format exported

F. If 'Excel Spreadsheet' checked, data will be exported to an Excel spreadsheet. If 'Data Spread' checked, data will be exported to a data grid

K. Select agency – defaults to your agency, may select any agency

G. Select version(s) to be exported

J. Brief description of the format that is highlighted in the 'Available Format' box

I. Brief description of the version that is highlighted in the 'Version' box

H. Initiates data export

Version Reports [X]

File   VRS Data Export Help

Reports   Report Wizard   Data

Available Formats
Fund and FTE RecSum by Fiscal Year
Fund and FTE RecSum by Fiscal Year w/text

Report Biennium
2001-03

Version Options
○ Trans Only
○ Omnibus Only
○ Both

Export Options
● Excel Spreadsheet
○ VRS Data Spread

Agency
105 Office of Financial Management
107 Wash State Health Care Authority
110 Office of Administrative Hearings
111 Department of Personnel
113 Department of Human Resources
115 Deferred Compensation Committee
116 State Lottery Commission
117 Washington State Gambling Comm
118 Commission on Hispanic Affairs
119 Commission on African-American Affairs

Available Versions
67 - House Trans 01-03 (Trans: 4/9/2001)
68 - House Chair 2001-03 (Omni: 4/25/2001)
69 - House Floor 2001-03 (Omni: 4/27/2001)
74 - Sen. 6/7 2001-03 (Trans, Omni: 6/8/2001)
75 - Senate 6/8 Flr 01-03 (Omni: 6/11/2001)
76 - House June Flr 01-03 (Omni: 6/15/2001)
77 - House Flr Pass 01-03 (Omni: 6/18/2001)
78 - Final Leg. 2001-03 (Trans, Omni: 6/22/2001)
79 - Enacted 2001-03 (Trans, Omni: 6/29/2001)
CF - Carry Forward (Trans, Omni: 9/7/2000)

Description of Selected Format   Description of Selected Version   Export